

VENDOR APPLICATION*

Mail to:

Alabama Dept.of Finance
Division of Purchasing
PO Box 302620
Montgomery, AL 36130-2620

**Do not return this application to DMH/MR Contracts Office!!!
Send to the address above.*

Vendor Registration Information

NOTICE

Taxpayer Identification Number

You are required to use the precise legal name associated with your taxpayer identification number. If you are a sole proprietorship, you may use either your social security number or your employer identification number, but your own name must be in the title. For example, John Doe d/b/a/ Alabama Janitorial Service. IRS prefers social security number. Failure to use the legal name associated with your taxpayer number may result in the imposition of backup withholding of 31 % of each payment.

Foreign Corporations (out-of-state firms)

Alabama law provides that a foreign corporation (out-of-state company/firm) may not transact business in the state until it obtains a certificate of authority from the Secretary of State, Section 10-2B-15.01, Code of Alabama 1975. To obtain forms for a certificate of authority, contact the Secretary of State, Corporation Division, (334) 242-5324. By not having this certificate does not keep the vendor from receiving or submitting a bid.

Return Application to:

Division of Purchasing
P.O. Box 302620
Montgomery, AL 36130-2620

Street Address:

Division of Purchasing
RSA Union Bldg.
100 North Union Street, Suite 192
Montgomery, AL 36104

Application Instructions

Vendor List: Complete the application in its entirety and return to the Division of Purchasing. All entries must be printed in ink (legibly) or typewritten, other than signatures which must be manually signed. Retain a copy of the application and this booklet for your records.

Vendor Number: Enter your Federal Employer Identification Number. If you do not have a Federal Employer ID Number, enter your Social Security Number. One of these numbers is mandatory since it will control your purchasing records.

Business Information: Provide complete company name and addresses, contact persons, phone numbers and E-mail address in appropriate spaces for each address type. If one address entry is sufficient for all your requirements complete the General Address section only.

Business Ownership:

Small - Less than 50 employees or gross receipts less than \$1,000,000.00 per year. Independently owned and operated.

Minority and Women Owned - At least 51 % owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of those individuals.

Specific Minority Groups - Black (Negro); Hispanic (Mexican, Puerto Rican, Cuban, Central/South America, other Spanish origin, regardless of race); Asian (including Pacific Islander); American Indian (including Alaskan Native).

Factory Representative or Other Individual: If applicant is applying in own name, documentation must be submitted with application indicating authorization to sign contracts for the company or companies represented.

Application Changes: Changes to be in writing and signed by the individual who signed the application, or other designated individual.

Service Areas: Applicant must register either Statewide or County. To service the entire state, indicate in space provided. To service certain counties, list the county codes from the list provided.

Commodity Selection: Each product/service is assigned a Class/Subclass. Select the codes which most accurately describe the product or service being provided. Do not send brochures or product catalogs with the application. The State is not responsible for codes omitted or incorrectly submitted on your application.

A. Product Categories: Classes 005-898

B. Service Categories: Classes 905-990

Visit the Division of Purchasing Internet web site for a complete listing of the commodity selection.

This can be found in the "Vendor Registration" section of Purchasing's web site:

<http://www.purchasing.state.al.us>

ALABAMA COUNTY GEOGRAPHIC CODE

01-AUTAUGA	24-DALLAS	47-MARION
02-BALDWIN	25-DEKALB	48-MARSHALL
03-BARBOUR	26-ELMORE	49-MOBILE
04-BIBB	27-ESCAMBIA	50-MONROE
05-BLOUNT	28-ETOWAH	51-MONTGOMERY
06-BULLOCK	29-FAYETTE	52-MORGAN
07-BUTLER	30-FRANKLIN	53-PERRY
08-CALHOUN	31-GENEVA	54-PICKENS
09-CHAMBERS	32-GREENE	55-PIKE
10-CHEROKEE	33-HALE	56-RANDOLPH
11-CHILTON	34-HENRY	57-RUSSELL
12-CHOCTAW	35-HOUSTON	58-SAINT CLAIR
13-CLARKE	36-JACKSON	59-SHELBY
14-CLAY	37-JEFFERSON	60-SUMTER
15-CLEBURNE	38-LAMAR	61-TALLADEGA
16-COFFEE	39-LAUDERDALE	62-TALLAPOOSA
17-COLBERT	40-LAWRENCE	63-TUSCALOOSA
18-CONECUH	41-LEE	64-WALKER
19-COOSA	42-LIMESTONE	65-WASHINGTON
20-COVINGTON	43-LOWNDES	66-WILCOX
21-CRENSHAW	44-MACON	67-WINSTON
22-CULLMAN	45-MADISON	68-STATEWIDE
23-DALE	46-MARENGO	

STATE OF ALABAMA
DEPARTMENT OF FINANCE - DIVISION OF PURCHASING
VENDOR APPLICATION

COMPANY NAME _____

INDIVIDUAL NAME _____

FEDERAL TAX NO. _____

SOCIAL SECURITY NO. _____

GENERAL ADDRESS _____ _____ CITY _____ STATE _____ ZIP _____ CONTACT PERSON: _____ POSITION: _____ _____ PHONE () _____ 800- _____ FAX () _____ EMAIL ADDRESS: _____	SOLICITATION ADDRESS _____ _____ CITY _____ STATE _____ ZIP _____ CONTACT PERSON: _____ POSITION: _____ _____ PHONE () _____ 800- _____ FAX () _____ EMAIL ADDRESS: _____
ORDER ADDRESS _____ _____ CITY _____ STATE _____ ZIP _____ CONTACT PERSON: _____ POSITION: _____ _____ PHONE () _____ 800- _____ FAX () _____ EMAIL ADDRESS: _____	PAYEE ADDRESS _____ _____ CITY _____ STATE _____ ZIP _____ CONTACT PERSON: _____ POSITION: _____ _____ PHONE () _____ 800- _____ FAX () _____ EMAIL ADDRESS: _____

PERSON(S) AUTHORIZED TO SIGN BIDS, CONTRACTS AND OTHER DOCUMENTS

1 _____ 2 _____

ORGANIZATION CORPORATION (C) _____ INDIVIDUAL (I) _____ PARTNERSHIP (P) _____ GOVERNMENT (J) _____ ASSOCIATION (A) _____ OTHER (D) _____					
PRESENT BUSINESS ESTABLISHED: _____ YEARS _____ MONTHS. NUMBER FULL TIME EMPLOYEES _____					
NAMES OF OWNERS, PARTNERS, ETC.			TITLE		
_____			_____		
_____			_____		
_____			_____		
BUSINESS OWNERSHIP MINORITY: SMALL (MA) _____ LARGE (MD) _____ SM FEMALE (WA) _____ LG FEMALE (WD) _____ NON-MINORITY: SMALL (XA) _____ LARGE (XD) _____ SM FEMALE (W) _____ LG FEMALE (X) _____					
BUSINESS MANUFACTURE (1) _____ RETAIL (2) _____ WHOLESALE (3) _____ SERVICES (4) _____ CONSULTING (5) _____ CONSTRUCTION (6) _____ OTHER (7) _____					
ANNUAL SALES: BELOW \$50,000 ² _____ \$50,000-\$250,000 ³ _____ \$250,000-\$1 MILLION _____ ABOVE \$1 MILLION _____					
ETHNICITY: ASIAN AMERICAN (A) _____ BLACK (B) _____ HISPANIC (H) _____ AMERICAN INDIAN (I) _____ NON-MINORITY (N) _____ OTHER (D) _____					

ABILITY TO ACCEPT ELECTRONIC TRANSFER OF DATA YES _____ NO _____
PAYMENT YES _____ NO _____

INTERNET WEBSITE ADDRESS: _____

APPLICANT'S NAME (TYPE OR PRINT)

TITLE

APPLICANT'S SIGNATURE

DATE

